

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer to:
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April 20, 2000

EMS Transmission
Information Bulletin No. BC-2000-082

To: All Washington Office and Field Officials

From: Director, National Business Center

Subject: Publications Distribution List

DD: 5/26/00

It is time to update the Bureauwide distribution requirements for other agencies= publications for FY 2001. Using the attached order form, state offices should gather the information from their field offices and submit a request for the entire state organization. Washington Office Group Administrators should consolidate the needs of their teams. Those publications listed that are available electronically contain their INTERNET address. Where possible please use the INTERNET, this will be a big step in helping us to reduce our publications costs.

The Bureau of Land Management's order is being submitted in anticipation that these publications will be reprinted sometime during FY 2001. Actual revision and printing schedules will be developed by the originating agency and the Government Printing Office at a later date.

In order to take advantage of the prices available through this special program, please complete and return this request to the Bureau Printing Officer (BC-650C) no later than May 26, 2000.

If you have any questions or require assistance, please contact Lee Campbell at (303) 236-9422. The FAX number for submitting your requirements is (303) 236-9470.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne Lotvedt
Staff Assistant

1 Attachment
1 - Annual Publications Survey (3pp)

Distribution
BC-650
RS-150A, BLM Library
NI-160

ANNUAL PUBLICATIONS SURVEY - FY 2001
Order Form

TITLES

QUANTITY

Office of Personnel Management

1. Notice and Posting System
 2. Operating Manual - The Guide to Processing Personnel Actions
Also available from
<http://www.opm.gov/feddata/gppa/gppa.htm>
 3. Operating Manual - The Federal Wage System
 4. Operating Manual - The Federal Wage System Non-appropriated Funds
 5. Operating Manual - Qualification Standards for General Schedule Positions (formerly Qualification Standards Handbook)
Also available on the CD-ROM - HRCD: GS Position Classification and FWS Job Grading Standards
 6. CD-ROM: HRCD: GS Position Classification and FWS Job Grading Standards which includes:
 - Digest of Significant Classification Decisions and Opinions
 - Handbook of Occupational Groups and Families
 - Qualifications Standards for General Schedule Positions
 - U.S.C. Title 5
- Note: These CDs will be ordered at the time they go to print. Please include a quantity and a FY 2000 cost code.**
7. Salary Table No. 2001, Executive Branch of the Government
 8. Federal Civilian Workforce Statistics - Employment and Trends
Also available at <http://www.opm.gov/feddata/html/empt.htm>
 9. Workforce Performance
 10. OPM Information Directory (formerly the OPM Telephone Directory)
 11. OPM Organization Directory of Key Officials
 12. FOCUS
 13. Work Years and Personnel Costs, FY 00
Also available at <http://www.opm.gov/feddata/html/wypc.htm>
 14. Pay Structure of the Federal Civil Service, March 31, 2001
Also available at
<http://www.opm.gov/feddata/html/paystr.htm>
 15. OPM Message to the SES
Also available at <http://www.opm.gov/ses/index.htm>
 16. New Developments in Employee and Labor Relations
 17. Significant Cases
 18. Handbook of Occupational Groups and Families
Also available at <http://www.opm.gov>
 19. The Fact Book

Miscellaneous Agencies

20. Directory of DCAA Offices (DLA)
21. DOD Telephone Directory (DAPS)
22. Federal Energy Reports (FERC)
23. Federal Energy Guidelines, Statutes and Regulations (FERC)
24. List of Parties Excluded from Federal Procurement or Nonprocurement Prog. (GSA)

<u>TITLES</u>	<u>QUANTITY</u>
25.Federal Travel Regulations and Subsequent Changes (GSA)	
26.Commuted Rate Schedule (GSA)	
27.Federal Acquisition Circulars (GSA)	
28. Demographic Profile of the Federal Workplace	
29.Occupational Outlook Handbook (Labor)	
30.NARA Bulletin (NARA)	
31.Maximum Travel Per Diem Allowance for Foreign Areas (State)	
32.Standardized Regulations (State)	
33. Biennial Report of Employment by Geographic Area, Dec. 31, 1990	_____
34. Daily Congressional Record (GPO)	
This is available on the INTERNET, if you wish to order a paper copy please provide a fund code along with your quantity.	

Please note, the following publications will no longer be available in paper format, but may be found at the website indicated:

Operating Manual - SF-113 Summary Data Recordkeeping Reporting System
<http://www.opm.gov/feddata/htm/sf113rpt.htm>
 Operating Manual - Guide to Personnel Recordkeeping
<http://www.opm.gov/feddata/html/opf.htm>